



## Our tools for students

Working with students in our foundation elements to Be Curious and Get Experience, there are a number of tools we use to encourage students in their career development pursuits.

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### Be Curious

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#### Career Coaches

Coaches guide your path, providing support to students by asking questions, assisting with self-discovery, and providing advice. Frequent conversations are on résumés, interviewing, career planning, and job searching.

#### TypeFocus

An online career assessment for students to discover their personality type, interests, and values. Results help inform the decisions students will make regarding their careers.

#### VIA Character Strengths Survey

A scientifically validated assessment designed to identify and rank an individual's core character strengths, which can aid in personal development, goal setting, enhancing overall well-being, and finding language to describe yourself.

#### O\*Net Interest Profiler

An online career assessment developed by the U.S. Department of Labor provides students with insight into their interests and matches them to potential career paths.

#### My Next Move

An intuitive online platform for students to explore various career options based on their interests, skills, and preferences. It offers detailed job descriptions, salary information, and potential career paths that are useful when making impactful decisions.

#### What can I do with a major in...?

A website that provides insight into career options associated with different college majors, while considering potential job opportunities, industries, and career paths.

#### Peterson's Test & Career Prep

An online platform providing free test and career prep software to help your job search, prep for an exam, explore career options, and more.

#### Occupational Outlook Handbook

An online catalog created by data from the U.S. Bureau of Labor Statistics. It offers comprehensive information about jobs, salaries, education requirements, workplace environments, job duties, and forecasts the future of particular employment sectors.

#### Boolean Method for Job Searching

An internet search strategy that uses keyword combinations and filters to deliver optimized, relevant, and targeted opportunities in the form of search engine search results.



## [Handshake](#)

An online platform that connects college students and recent graduates with their career centers and employers. The website supports and offers an extensive job board, appointment scheduling, and career/internship resources for every student at Saint Michael's.

## [Other Methods to Explore](#)

Explore classes, majors, minors

Explore conversations with networking contacts/informational interviewing

Assess: What skills do I have and what skills do I need?

Complete an internship

Write SMART Goals

Research fields of interest

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## Get Experience

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### [Career Readiness Training Program](#)

A Saint Michael's-developed program based on the National Association of Colleges & Employers (NACE) career readiness competencies. The program offers guidance and resources to equip students and recent graduates with the essential skills needed to excel in the modern workforce to bridge the gap between education and employment.

### [Career Readiness Competencies](#)

A list of the competencies identified by the National Association of Colleges & Employers (NACE) and their descriptions.

### [Big Interview](#)

An online practice tool designed to help students prepare for job interviews with mock interviews and interactive tools.

### [Parker Dewey](#)

An online marketplace for students to connect with employers to complete short-term, paid professional projects. Students gain experience with an employer, practice completing real projects, and are exposed to skills they will use in the workplace.

### [Student Guide to internships for academic credit](#)

### [Employer Guide to internships for Saint Michael's College students](#)

### [Faculty Guide to internships](#)

**Boucher Career Education Center  
Website**

The Henry "Bud" Boucher, Jr. '69

# CAREER EDUCATION CENTER



## **StrengthsFinder**

A personality assessment designed to help students identify their leading strengths for personal and professional success and explore how to leverage the identified strengths.

[Résumé Guide with SMC Examples](#)

[Interview Preparation Handout](#)

[Graduate School Guidance](#)

[LinkedIn and the Alumni Search Tool](#)

[Indeed](#)